



Minigrant Program

The Minigrant program is a partnership between the Michigan Council for Arts and Cultural Affairs and 19 regional regranting agencies throughout the state. Minigrants provide up to \$4,000 for locally developed, high quality arts and cultural projects as well as up to \$1,500 for professional and organizational development. These are special opportunities to address local arts and cultural needs as well as increasing public access to arts and culture. Minigrants support a broad range of artistic expression from all cultures through projects which preserve, produce or present traditional or contemporary arts and culture and/or arts education.

To be Eligible...

Applicants are limited to Michigan nonprofit arts and cultural organizations that have tax exempt status under Section 501(c) (3) of the US Internal Revenue Code for at least two years. Federal and State agencies are not eligible to apply.

The categories in this program have further restrictions, see category information for eligibility detail.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply (Contact MCACA staff if you are concerned about a prior grant).

Applicants must regularly present arts and/or cultural events that are open to the public.

Funding Basics...

Arts Project applicants can request a maximum of \$4,000. Grants awarded must not exceed 50% of total project costs. A 1:1 cash/inkind match is required.

Professional and Organizational Development applicants can request a maximum of \$1,500. Grants awarded must not exceed 75% of total project cost up to \$1,500. A 25% cash or in-kind match is required.

Funded projects must be completed within the MCACA grant period, 1/1/2013 - 9/30/2013.

Applicants may apply to more than one Council program, however, no one applicant organization may receive both a Project Minigrant and a POPS grant.

Only one application may be submitted for the same project or activity in a fiscal year.

Council reserves the right to limit the number of grant awards to any one applicant.

Deadline...

Applications are to be submitted on-line by 11:59 p.m. October 1, 2012. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system. Items that are to be mailed in need to be postmarked on or before October 1, 2012, metered mail is not acceptable as a time stamp.

Minigrant Program

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MCACA

Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

(517) 241-4011 fax: 517-241-3979
www.michiganadvantage.org/arts
Facebook

Regional Regranting Information:

City of Detroit
Recreation Department
Attn. Donna Miller
Northwest Activity Center
18100 Meyers
Detroit, MI 48235

(313)224-1155

Getting Started . . .

The Minigrant program is a grants-giving partnership funded by the State of Michigan through the Michigan Council for Arts and Cultural Affairs (MCACA) and administered by agencies in nineteen regions of the state.

There are two separate categories within this program:

Arts Projects: grants that provide up to \$4,000 for locally developed, high quality arts and cultural projects, which are special opportunities to address local arts and cultural needs and increase public access to arts and culture. These grants support a broad range of artistic expression from all cultures through projects which preserve, produce or present traditional or contemporary arts and culture and arts education.

Professional and Organizational Development: grants that provide up to \$1,500 to assist nonprofit arts organizations and arts professionals acquire services or skills to strengthen the administrative infrastructure of the organization to do business in Michigan.

Fast Facts:

- Applicants to the Minigrant Program must use the MCACA on-line application at **mcaca.egrant.net** (no www). Use the instructions in this document as a guide.
- No one applicant organization may receive both a Minigrant Arts Project and a POPS grant.
- Applicants must make the requirement minimum cash and/or in-kind match to their grant award.
- Grant activity must take place between January 1, 2013 and September 30, 2013.
- Deadline to apply is October 1, 2012.
- All Minigrant applicants must participate in the Cultural Data Project, www.miculturaldata.org. Two years data must be submitted and a funder report is required as an attachment to the Minigrant application. See details on page 16.
- All awarded applicants are required to notify their legislators of their grant award. A copy of this letter or email must be submitted with the signed grant agreement.
- Due to IRS regulations, MCACA will verify all applicant organization's current nonprofit status by verifying that a form 990 has been filed in the last three years. If not, an IRS Determination Letter must be submitted with the application.

Grantee Responsibilities and Requirements

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit [www.nea.gov/resources/ Accessibility/AccessLinks.html](http://www.nea.gov/resources/Accessibility/AccessLinks.html).

Underserved Communities

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to

arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term “community” can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Eligibility

Only nonprofit organizations, schools and municipalities are eligible. Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2012 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Match

Minigrant arts projects recipients are required to make a minimum 1:1 cash or inkind match. POD recipients are required to make a minimum 25% cash or inkind match. State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and “in-kind” funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should not appear on the itemization required with awardee’s Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

Veterans Affairs

The arts have been a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life. Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative Requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations,” includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age

Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex. Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council and Regranting Agency support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. The support credit should read: **"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the Regional Regranting Agency."**

Grantees must submit a final report through the egrant system. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Arts Project Guidelines

The focus of the Minigrant Arts Projects is to provide up to \$4,000 for locally developed, high quality arts and cultural projects, which are special opportunities to address local arts and cultural needs and increase public access to arts and culture. These grants support a broad range of artistic expression from all cultures through projects which preserve, produce, or present traditional or contemporary arts and culture and arts education.

Funding may ONLY be used for:

- Artist fees directly related to the project
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Project supplies and materials, including performance, or other production costs
- Project-related curriculum materials

Funding Levels

Funding requests have a maximum of \$4,000.

Minigrant Arts Projects Review Criteria

Each application to the Minigrant Arts Projects is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application narrative by establishing, through the criteria, how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what it expects from a successful applicant and weighting each criteria based on goals and priorities. Panel reviewers use this criteria to score applications.

Reviewers look for projects that demonstrate artistic merit, sound planning and management, community involvement and impact. (See review criteria). Panel funding recommendations are approved by the regranting agency's board of directors.

Geographic, underserved status and disciplinary distribution are also considered when determining awards.

In general applicants should:

- Have a history of successful programming
- Support local artists and/or creators of culture
- Have achievable outcome(s) and the feasible performance measurements
- Have strong community support
- Have commitment to cross cultural understanding and diversity through programming, and also board, staff and audience development
- Participate in effective partnerships and collaborations with cultural and non-cultural organizations
- Support arts education and youth development
- Have a good track record of responsiveness in current and past awards in terms of meeting MCACA contracting and reporting requirements

No one organization needs to address, or is expected to meet, all of the general expectations.

Minigrant Review Criteria Scoring

For the proposal narrative, refer to the Review Criteria as an outline and guide to describe the FY 2013 activities you wish supported. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.

1. Artistic/Cultural Merit -- worth 40 points at the review

A project's artistic merit is reflected in:

- The use of high caliber artistic, cultural or arts education professionals
- Clearly stated artistic/cultural standards
- The ability to provide quality experiences for audiences / participants
- History of working in an educational setting (if applicable) Critical reviews and awards

2. Community Impact -- worth 30 points at the review

A project's impact is reflected in:

- Community support, through financial or participatory contributions from other organizations or individuals
- Draw or serve a significant, wide-ranging audience in their area
- Demonstrate an understanding of their role in their communities' economic impact (if applicable)
- Implement placemaking strategies to attract and retain youth and make the community a desirable place to live
- Provide employment or support opportunities for artists, creators and innovators, especially those from Michigan
- Activities conducted by artist(s) that contribute to making the arts and their study basic to education in the school or the community (if applicable)

3. Implementation -- worth 15 points at the review

A project's implementation is reflected in:

- Clearly stated parameters of activity(ies) including time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place
- Adequate marketing or promotion of the project, including use of new technologies satisfactory space, facilities and equipment for hands-on and other educational activities (if applicable)
- Fair treatment of artists, including protected rights and adequate compensation.

4. Management -- worth 15 points at the review

A project's management is reflected in:

- The clarity, accuracy and completeness of plans
- Staff and volunteers that have the technical, artistic and administrative abilities and experience to conduct the project.
- Use inclusive, thorough planning processes
- Use evaluation to inform decision making, stay engaged within their community, and stay true to their mission statement.
- Have an appropriate, engaged board.

Professional and Organizational Development Guidelines

As artists need to nurture their creativity and continue to develop their skills, the Michigan Council for Arts and Cultural Affairs recognizes the importance of on-going executive education and leadership development for professional arts administrators and organizations. The Professional and Organizational Development grant program provides funding to assist nonprofit arts organizations and arts professionals acquire services or skills to strengthen the administrative infrastructure of the organizations to do business in Michigan.

Applications in the POD program cannot be geared toward the creation of a specific art project, but must clearly demonstrate how the proposal will benefit the organization or individual in the long-term. These grants are strictly intended to assist arts administrators with unique experiences directly related to career or organizational development. The maximum amount of an award is \$1,500 per organization per year. POD grants support a variety of nonprofit organizational needs, which strengthen the internal capacity of the organization to provide increased service levels to clients and the local community, as well as improve collaboration with other nonprofit organizations. These dollars can be used to attend conferences, workshops, seminars or to hire short-term consultants.

The following categories *ONLY* are eligible for funding under this grant program:

- **Conferences/Education for Staff and/or Board.** Educational opportunities for staff or board members to increase knowledge and skills that support the mission of the organization.
- **Working with a consultant.** Funding for a consultant for strategic planning, coalition building, fund-raising planning, needs assessment, grant writing, or board governance.

Funding Levels

Funding requests have a maximum of \$1,500. Grants awarded must not exceed 75% of total project costs. A 25% cash or in-kind match is required.

Minigrant POD Review Criteria

Professional Development Request (Conferences/Education for Staff and/or Board): Briefly describe the activity, including the name and presenting organization of the training, workshop or conference. Who will be attending the professional development activity and their role within the organization? How will the activity contribute to or improve the organization? How will information be disseminated to your colleagues and/or the public-at-large? Be sure to include amount requested as well as the expected expense. MCACA request must not exceed 75% of total project cost up to \$1,500.

Organizational Development Request (Working with a consultant): Briefly describe the purpose of your request and how you intend to use the consultant. Who on the board or staff will have primary responsibility for shaping the project, working with the consultant and implementing the results? How will the activity contribute to or improve the organization? Be sure to include amount requested as well as the expected expense. MCACA request must not exceed 75% of total project cost up to \$1,500.

How grants are evaluated:

- Does the activity fit within the funding criteria as stated above?
- Will the activity contribute to building the development/improvement of the organization?
- Is the budget for the project realistic and reasonable?

E-Grant Application Instructions

- Applicants must apply using the online E-grant system. Go to **mcaca.egrant.net** (no www.)
- Codes are supplied by drop-down tabs in the E-grant system.
- The word “project” here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Be sure to write down your username and password. You may use the same account for each application.

Section 1: Applicant Information

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Don't use abbreviations unless part of the official name. All correspondence will be sent to this address. (individuals cannot be applicants, see eligibility, p.4).

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director (See section 3 below).

Board Chairperson

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization.

Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

DUNS Number

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit <http://fedgov.dnb.com/webform>

Status Code--Describes Legal Status

This indicates the applicant organization's legal status.

Institution Code--This is used to identify the applicant organization.

Discipline Code--This describes primary area of work for the applicant organization.

Grantee Race--Select the statement that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed.

Section 2: Program Area

Choose “Minigrant Program”

Section 3: Project Information

Category – choose either “Project” or “Professional Development”

Component -- choose “none”

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

Project / Activity Title

Enter the project's working title, choose a brief descriptive title.

Amount Requested:

Enter the grant amount requested for your project.

Start date/end date

Enter the dates of your grant activity. These dates must be within the grant award period of January 1, 2013 to September 30, 2013.

Project Primary Discipline Code

Select the discipline that best describes the primary discipline of the project / activity.

NOTE: If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

Project Race/Ethnicity

Select the statement that best reflects the activity for this grant: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed, choose that group. If the grant activity is not designated to reach or represent any one particular group, choose “*no single group.*”

Type of Activity Code

Choose the activity that is the best general description of what the organization is planning to do.

Project Primary County Code(s)

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education Code

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose “None of this project involves arts education.”*

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select all that apply.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other

countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Select this to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- V Veterans** – programs or activities designed primarily to serve veterans. Arts related or arts programming specifically involving veterans as primary project participants or beneficiaries.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts- related intervention programs (for violence, drug/alcohol abuse and crime) as well as other programming specifically involving at-risk youth as primary project participants or beneficiaries.

Section 4: Summary Information

The information should represent your projects and estimates for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved as providers of art, artistic or cultural services.

Artists Participating

Enter the total number of artists involved as providers of art, artistic or cultural services (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists involved as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the grant activity. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project / activity. Include full and part-time staff. Do not include contract workers.

Employees

Enter the number of individuals who are employed by the applicant organization, during the grant period, to implement the project / activity. Include full and part-time staff. Do not include contract workers.

Section 4b ----ADA Information

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Important Note: In previous years, the previous Section 5: Projected Budget was required, but now the CDP is providing financial information for your application. However, If you are awarded, you must provide a detailed itemization with your final report for your award period. This itemization must show a 1:1 cash or in-kind match of your grant award. You cannot use federal funds as matching funds. Keep complete records and receipts.

Further, please be aware that there are certain expense items that are not only inappropriate for MCACA funding, **but should also not be included in the itemized budget with your Final Report.**

Those items are:

- Costs associated with the start-up of a new organization.
- Costs incurred prior to the grant starting date.
- Indirect costs for the handling/management of grant funds and fundraising.
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.
- Historical Projects without a clear cultural focus.
- Payments to endowments.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation of textbooks / classroom materials.
- College or university faculty exhibitions or performances.
- Internal programs at colleges or universities.
- Commissioning of their faculty by colleges or universities.
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree.
- Capital improvements, new construction, renovation or permanent equipment items.
- Out-of-state travel unless part of the POD grant

Section 5: Required Attachments

Files that can be uploaded include office documents, pdfs, visual, audio and video files. These 10 attachments should be submitted as uploads with your on-line application:

Attachment 1	Narrative
Attachment 2	Michigan Cultural Data Project / MCACA Funder Report
Attachment 3	Organizational History
Attachment 4	Project/Artists Bio or Conference Flyer/Consultant Bio
Attachment 5	Assurances

Attachment 6 IRS Determination Letter (if needed)
Attachment 7 – 10 Work Samples (optional)

Note: Do not include symbols, spaces, dashes or other extra characters in your filenames. Only use letters and numbers. Files should be named as indicated below.

Attachment 1 — Proposal Narrative

Name this file att1organizationname (example: att1quincyyouththeater.doc)

Arts Projects: Submit up to four narrative pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

Professional Development: Submit up to two pages. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the appropriate category's Review Criteria as an outline and guide to describe the FY 2013 activities you wish to be supported. Address each numbered Review Criteria in order. Remember that panelists score application based on the completeness of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your FY 2013 activities, if applicable.

It is encouraged that applicants include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, facebook pages, etc. that are pertinent to an organization's grant application.

Attachment 2-- Michigan Cultural Data Project / MCACA Funder Report

Name this file att2organizationname (example: att2quincyyouththeater.doc)

All Minigrant applicants must participate in the Cultural Data Project (CDP), www.miculturaldata.org. The two most recently completed fiscal years' data must be submitted into the CDP system, and a funder report reflecting those two years is required as an attachment with this application. K-12 schools are exempt from this requirement. An organization can request an exemption if they are new and do not have two year's data to enter into the CDP. Contact your regional regrating agency staff prior to application to request an exemption.

Universities, other organizations or municipalities who are not primarily arts and cultural organizations, but may have sub-units that offer arts and culture programming, should consult with the CDP about what data they should enter.

Note: Applicants do not need Gold Star status to generate a Funder Report from the CDP system, data must be "submitted" status to get the report.

Attachment 3 — Organizational History

Name this file att3organizationname (example: att3quincyyouththeater.doc)

Submit an outline of your organization's history, including recent changes to facilities and staff. This attachment should be limited to three pages.

Attachment 4—Project and Artist Bio or Conference Flyer/Consultant Bio

Name this file att4organizationname (example: att4quincyyouththeater.doc)

Submit no more than one page of the project and artist biographical information or the conference, workshop or training session flyer or consultant biography depending on the request.

Attachment 5—Assurances

Name this file att5organizationname (example: att5quincyyouththeater.doc)

Sign, scan and upload a signed assurances form that is located on Page 16 of this document or under “Grant Programs” at www.michiganadvantage.org/Arts/grant-programs. If you are unable to scan and upload this form please mail it in.

Attachment 6—IRS Determination Letter

Name this file att6organizationname (example: att6quincyyouththeater.doc)

The IRS Determination letter is only required if you have not completed a 990 to the IRS.

Attachment 6 - 10—Work Samples

Name this file att6organizationname (example: att6quincyyouththeater.doc)

Use the remaining open attachments to upload samples of the work regarding your project. Files may include office documents, pdfs, visual, audio and video files. Be sure to name accordingly based on attachment number.

Application Submission

Applications are to be submitted on-line by 11:59 p.m. October 1, 2012. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

The Council or Regranting Agency is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.

Keep a complete copy of your application for your file (print off a copy of your e-grant application).
Send mailed materials to:

City of Detroit - Recreation Department
Attn. Donna Miller
Northwest Activity Center
18100 Meyers
Detroit, MI 48235

Michigan Council For Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant gives assurances to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

- o This application was approved by the governing board on ____/____/____
- o This application is scheduled to be approved by the governing board on ____/____/____

If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: _____

Grant Program: _____

Authorized Official: (Cannot be the Project Director)

Name (typed) _____ Date _____

Signature: _____